

## **DIRECTOR OF PUBLIC WORKS**

### **DEFINITION**

Under administrative direction, to plan, organize and direct the activities of the Public Works Department, including street and landscape maintenance, street lighting, storm water management, traffic engineering, and open space and wetland management; to provide expert professional assistance to the City Council, City Manager and others; and to perform related work as required.

### **CLASS CHARACTERISTICS**

This is a department director classification with overall responsibility for the activities of the Public Works department. The incumbent is accountable, through subordinate managers and supervisors, for accomplishing all department goals, and for furthering City goals and objectives within general policy guidelines.

### **EXAMPLES OF DUTIES** (Illustrative Only)

- Plans, organizes, assigns, directs, reviews and evaluates the activities of the Public Works Department including street and landscape maintenance, storm water management, traffic engineering and street lighting, and open space and wetland management
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Public Works Department
- Directs the preparation and administration of the department budget
- Confers with and provides professional assistance to City staff members on Public Works matters
- Advises the City Manager and City Council on a broad range of issues within areas of responsibility
- Establishes, within City policy, appropriate service and staffing levels; allocates resources accordingly
- Ensures the proper maintenance of department vehicles, equipment and facilities
- Prepares and/or reviews plans, specifications and estimates for department projects, ensuring completeness, accuracy and compliance with applicable regulations and standards
- Provides support to public safety services in the event of emergencies and natural disasters
- Develops infrastructure expansion and replacement cost estimates
- Reviews and updates maintenance and design standards
- Reviews and inspects private and public construction projects; prepares notices of completion

- Develops, implements and maintains a comprehensive storm water management plan in accordance with government regulations
- Evaluates citizen complaints regarding traffic flow; conducts traffic investigations; observes traffic and driver behavior, and reports results
- Represents the City in meetings with representatives of governmental agencies, professional, business and community organizations, and the public
- Directs the selection, evaluation, and training and development of department staff
- Directs and reviews the work of contract consultants providing assistance to staff
- Stays abreast of legislation, new trends and innovations in municipal public works operations and administration
- Interprets applicable policies, procedures, laws and regulations to staff
- Responds to difficult or sensitive complaints and requests for information from the public, news media and City staff
- Prepares a variety of correspondence and reports
- Attends and makes presentations at council, interagency, committee and other meetings and conferences
- Responds to after hours emergency calls as necessary

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and methods, including goal setting, program and budget development, implementation and control, personnel management and supervision
- City organization and functions; laws, rules, codes, and regulations governing Public Works activities
- Contemporary trends and practices of public works operations
- Advanced principles and practices of municipal public works project design, engineering and construction
- General construction methods, materials and equipment
- Principles and practices of storm water management design and implementation
- Practices of street and landscape maintenance
- Principles and practices of traffic engineering
- Principles and practices of street lighting
- Practices of contract negotiation, preparation and administration
- Principles and practices of computer-based project management and project scheduling
- Recent developments, current literature and sources of information related to public works project management
- English usage, spelling, grammar and punctuation
- Modern office practices and technology including personal computer hardware and software
- Safe work practices

### **Skill in:**

- Planning, organizing, assigning, directing, reviewing and evaluating activities of the Public Works Department
- Selecting, training, motivating and evaluating staff
- Developing, implementing, and interpreting goals, objectives, policies, procedures, and work standards
- Analyzing complex problems, evaluating alternatives, and making sound recommendations related to Public Works Department activities
- Analyzing department support needs and ensuring prompt and efficient delivery of service, materials and supplies
- Interpreting, applying and ensuring project compliance with applicable federal, state and local policies, procedures, laws, regulations, codes and ordinances.
- Effectively managing the planning, development and construction of City public works projects
- Effectively managing the maintenance of City streets, landscaped areas, open spaces and wetlands
- Providing for effective City traffic planning, design and control
- Developing plans, schedules, specifications and cost estimates for assigned projects; performing field survey work as required
- Reading and interpreting design/technical specifications and drawings
- Negotiating and administering service contracts and preparing bid packages
- Preparing and administering a departmental budget
- Preparing clear, concise and accurate reports, correspondence and other written materials including bids and financial information
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Using computer technology and applications in the performance of daily activities

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to a Bachelor's degree with major coursework in civil engineering or related field and six (6) years of increasingly responsible local government public works/civil engineering experience, including a minimum of three (3) years in an administrative or management position.

## **LICENSES AND CERTIFICATES**

Current certificate of registration as a professional civil engineer in the state of California  
A valid California driver's license

## **PHYSICAL DEMANDS**

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings. On occasion, will work in field, drive a vehicle and be exposed to traffic, construction hazards, and weather conditions. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties; lift light to moderate weights. Manual dexterity to use standard office equipment and supplies and operate a keyboard, manipulate single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone or radio.

## **FLSA: E**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.